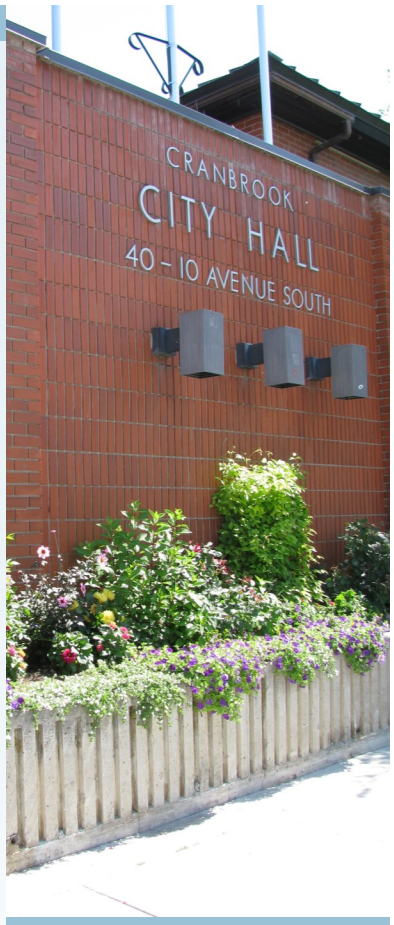
City of Cranbrook

September 17, 2014

2014 Community Update



Update on Barriers To Business

Status of Barriers to Business Initiatives

1. The community profile for Cranbrook has been updated on the province's business investment web-site (Trade and Invest BC at www.britishcolumbia.ca). Hard-copy version for broader reader audience is being produced for release later this year.

2. Updated versions of two guide books "Relocation Guidebook" and "Investing Guidebook" were completed earlier this spring. A limited production run of the updated brochures were produced with digital versions incorporated in the new branded USBs produced for Cranbrook and posted onto the city's website as well. A third guide "Doing Business in Cranbrook" will be released later this fall.

3. Review & updating of the economic development strategy is proceeding with the background socio economic data updated and a draft outline for the updated strategy reviewed by the Economic Development committee earlier this summer. The committee will meet in September and early October to refine the document in order for the updated strategy to be available for broader review later this fall. The new three (3) year strategy runs from January 1, 2015 to December 31, 2018.

4. Review of mobile business licence - based on the success of BizPal the province has requested the City's participation in helping to develop a mobile business licence for this part of BC. However some recent staffing changes within the province have postponed this initiative until later this fall.

5. The Economic Development Committee terms of reference were amended to include Chamber and DBA rep with appointments made to the committee from both organizations.

6. Enhanced Customer Service Training
The City has implemented a customer service program called "Excellence in Customer Service". The goal is for 80% of staff in Corporate Services, Finance, Engineering, Bylaw Enforcement, Public Works and Leisure Services to receive training in fiscal 2014. Part time and seasonal staff in those departments will be offered the training where it relates to their function.

Staff in Fire / Emergency Services and the RCMP receive separate training based on those departments very specialized requirements.

Six sessions of the course have been provided thus far, two in March and four in June with a total of 104 City staff having participated in the course to date (not including Fire or RCMP). Additional sessions are planned for those staff that has not had an opportunity to participate in previous sessions. In addition a second more intensive training course is being developed to focus on customer service needs specific to targeted program areas such as Engineering, Planning and Bylaw Enforcement.

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Barriers To Business

8. Develop an informational backgrounder on landscaping requirements for development applications. A 2-page backgrounder on the city landscape security policy has been completed and posted on the web. The backgrounder provides clarity on how the landscape security policy is applied for development applications.

Similar documents on other relevant issues will be developed as required.

The landscape security policy can be found on line at the following link: http://docs.cranbrook.ca/downloads/eForms/landscape-performance-security-policy.pdf

9. Development of checklists for developers. Checklists have been developed and are in place for the new building permits application and the new subdivision application form. These checklists are included with the application form which is available on the city website.

Additionally a new special events / parade permit is now available on the website and a new road occupancy permit with checklist is scheduled to be released this fall. The road occupancy permit is intended for 'stationary' events that require closure of a section of street, like the Cranbrook Farmer's Market.

A master checklist is being developed for projects with multiple permitting requirements.

10. CityWorks.

CityWorks is a computer platform to help manage the municipality's physical infrastructure and enhance development planning. Using Geographic Information System (GIS), CityWorks is a high-tech mapping tool that enables in-depth planning and monitoring of Cranbrook' s growth and development.

When fully implemented CityWorks will automate and improve reporting of the various development-related permits, ultimately modernizing and in some cases completely replacing the current checklist system referred to previously.

CityWorks is primarily an internal tool for supporting the work of engineering, planning and public works. However, as part of the roll out staff are exploring the possibility of a public web-based portal so that individuals will be able to track via the internet the status associated with their permits / applications. As part of the roll out of CityWorks the PLL module (permits, licensing and land) was initiated this past July and is being tested out at this time.

Full functionality of CityWorks will be completed by the fall of 2015.

11. Review of DCC's and how the DCC's are applied.

A consolidated working document of the provincial legislative rules for the application of DCC's was produced in October 2013 and is being used to determine calculation of DCCs for all new building / subdivision permits. The working document is being applied against new development applications to validate the rules and ensure DCCs are applied consistently and fairly.

In addition new informational materials are being produced at this time to enable people to better understand DCC rules. . The materials will include real examples of the application of the DCC rules. Providing consistency of application will provide more surety for business.

12. Review of all business related fees.

A review of business related fees originally scheduled for summer 2014 has been postponed and will now commence in October. It will engage both the Chamber and Economic Development Committee.

13. Business Walks exercise.

Business Walks is a simple, standardized survey tool for getting a snapshot on a community's economy or particular sectors within the community. It is a tool used increasingly by Economic Development organizations as part of Business Retention & Expansion Programs.

Cranbrook has had some experience with more complex survey tools for BRE programs and has found that the more complex surveys were time consuming and expensive and not cost effective.

A test business walks survey is being conducted on a small sample of businesses at this time to validate the survey questions and refine the process.

The scale of a full blown survey exercise will be dependent on availability of Chamber and Economic Development Committee volunteers. It is anticipated to conduct the larger survey later this fall.

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ECONOMIC DEVELOPMENT

Library washrooms construction (February 2014) Photo courtesy Cranbrook Public Library.

Finance & Computer Services

Budget Updates Significant Projects Completed

Fire Hall #1 - Asbestos Abatement

Budget $130,000
Project was completed in July and building is now available for tenancy.
Final costs around $110,000

Library Washrooms

Budget $210,000 (20% funding from RDEK)
Spent in 2013 $18,793
Carry forward to 2014 $191,207
Spent in 2014 $176,740 (including wages and outstanding encumbrances)
Total cost $195,533

Sweeper Replacement

Budget $275,000
Cost $241,882

Road Program

- **Contract A** - all components substantially completed as at July 31, 2014
  Industrial Rd. No.2 - Ind. Rd C to Ind. Rd. No.3
  17th Ave N - 2nd St N to 1st St S
  2nd St N & Victoria Ave Intersection
  8th Ave Sidewalk - Koko Beach
- **Contract B** - in progress
  6th Street N - Kootenay Street to Victoria Avenue
- 2nd Street South - Design - Underground work - in progress

Funding Challenges

Joseph Creek Bank Stabilization

Surplus from other projects are expected to cover the additional costs. It's possible that additional funding may be required once the full scope of the project is determined and other stakeholders have been consulted. This would be contemplated in later budget discussions.
It is expected that we will see further erosion, at multiple locations, along the banks of Joseph Creek. Bank Stabilizing will likely become a major budget item in future years.

CP Rail Crossing - King Street

Budget $56,898
Expected cost $73,500
It is expected that the short-fall will be made up with slippage from other projects

Elizabeth Lake

Budget - Council approved $150,000 to replace culverts at Wattsville Road. The City is now in receipt of the Urban Systems report on Elizabeth Lake and in the process of reviewing it.

Road Program

Additional project contemplated in the 2014 Road Program - 14th Avenue South
• Project scope has been reduced as budget was insufficient to complete all components initially contemplated.
• Original plan was to install sidewalks and street lights. Now only the electrical design component will be completed in 2014.

Build Canada Fund

A number of projects are on hold waiting for the Province to open up the application process

Spray Irrigation Site

There are several stand-alone projects remaining at the Spray Irrigation Site. Equipment not included in the scope of the Waste Water Improvement Program is in some cases 40+ years old and needs replacement.

Business Licenses Issued

A total of 98 new business licences were issued between January 1, 2014 and August 31, 2014.

That is compared to 69 new business licences issued during the same period in 2013.

City Facebook Page

Residents will now be able to get real time emergency related information and updates through the City of Cranbrook's new Facebook page, which began on September 1st.

This is the first step into a full online presence of the City of Cranbrook in the social media realm . Once staff is confident in its ability to meet all of its legal and legislated requirements around records management, information and privacy protection, residents could see an increased City online presence above and beyond only emergency information. In time it is hoped that the City could begin to use social media to provide other important day-to-day City information and perhaps use additional social media tools to provide that information.

Year to Date Building Permits Summary (January 1 to June 30, 2014)

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ENGINEERING SERVICES

Year to date construction costs for 2014 are $27.9 million as compared to $8.6 million to the end of June 2013. As of June 30, 2014, a total of 114 permits have been issued, compared to 90 for the same period in 2013.

Year to Date Comparison- All Construction
(January 1st to June 30th)

Category	Year to date 2014 Value	Year to date 2013 Value
Residential	$ 6,418,256	$ 4,467,375
Commercial	$ 5,890,727	$ 3,670,584
Industrial	$ 350,000	$ 240,000
Institutional	$15,049,500	$ 95,900
Government	$ 0	$ 0
Signs	$ 233,405	$ 95,348
Total New Construction	**$27,941,888**	**$ 8,569,207**

Water Fluoridation Electoral Assent
Open House – Thursday October 23, 2014

You are invited to attend the public information open house regarding the '*City of Cranbrook Cease Fluoridation Bylaw No. 3799, 2014*' electoral assent question as part of the 2014 Municipal Election.

When: Thursday October 23, 2014 – 7:00pm to 9:00pm MT
Where: Manual Training School, 1212 2nd Street North
next to the Cranbrook Public Library

The City of Cranbrook is informing residents about the water system and water fluoridation and is hosting this public open house. All are invited to this free event.

Beginning promptly at 7:00pm, Canadian health experts on both sides of the fluoride debate will address the public with the presentation being moderated by David Walls, President and CEO of the College of the Rockies. The speakers will then be available to meet the public and the media to respond to questions for the remainder of the evening. The speakers are:

• Dr. Alastair Nicoll of the BC Dental Association and an area dentist who will discuss the advantages of adding fluoride to the public water system.

• Dr. James Beck, Professor Emeritus for Medical Biophysics at the University of Calgary and co-author of ' The Case Against Fluoride', who is a vocal advocate for removing fluoride from the water system.

For more information, please visit www.cranbrook.ca/fluoride

CANADIAN ROCKIES INTERNATIONAL AIRPORT
CRANBROOK, BRITISH COLUMBIA

Canadian Rockies International Airport

YTD Performance / Operational Update (as of July 31, 2014)

Year-to-date scheduled passenger traffic is 10% over previous year. Passenger numbers have shown encouraging growth over the first seven months with a year-end projection of 123,475 passengers (6% over budget). This could be in part attributed to increasingly competitive airfare, an incrementally maturing tourism environment in the East Kootenay and continued refinement of the Airports multi-media marketing/awareness initiatives.

2014 Passenger Statistics – Budget vs. Actual

	Actual	Budget	% Difference
January	10,556	9,231	14%
February	10,471	9,460	11%
March	11,390	10,154	12%
April	10,027	9,255	8%
May	9,958	9,146	9%
June	10,158	9,312	9%
July	10,480	9,661	8%

Even more encouraging is that the growth is outpacing comparable airports in BC including Kamloops and Kelowna which have traditionally exceeded growth at CYXC.

The airport has been busy this season with extensive activity in support of forest fire suppression operations. Numerous helicopters and forestry crews have been using the airport as a support base and the Ministry of Forests has been refilling tankers on a daily basis.

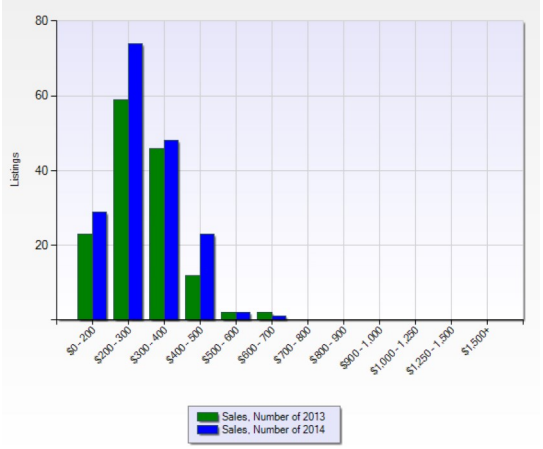
The Cranbrook Airshow hosted a B25 bomber at the airport which was open for public viewing and rides. The exhibit was well supported by the population of the East Kootenay.

Real Estate Update

Year to date, Cranbrook has seen sales of 177 single family dwellings for an average sale price of $286,685, with an average of 88 days of marketing time. In 2013, 132 single family homes were sold, so we're up about 34% over last year.

	Sales, Number of			
Month	2011	2012	2013	2014
Jan	11	17	12	10
Feb	15	27	12	15
Mar	24	20	5	20
Apr	24	23	8	23
May	16	21	20	25
Jun	21	26	25	23
Jul	20	31	21	25
Aug	19	22	20	30
Sep	23	25	21	6

Supply is trending downwards, and there are fewer homes available on the market.



The most significant improvement in sales has been houses priced between $200,000 and $300,000, as well as from $400,000 to $500,000. Luxury housing market is still flat.

The average sale price of a house has increased 1.45% over 2013.

Airport Capital Projects

Airfield Electrical Infrastructure
Transport Canada Airport Capital Assistance Program has advised that this project will not receive funding in 2014 due to back-log of national airport projects. A representative from Transport Canada was on site in July of 2014 and they acknowledged that the project is eligible and intend to fund the project for 2015 or 2016 but there is nothing in writing as of yet.

Concrete Apron Rehab
A condition assessment of the concrete apron has been completed and forwarded to Transport Canada Airport Capital Assistance Program. Discussions are underway between Transport Canada and Airport staff regarding the eligibility of apron rehabilitation.

Apron Sidewalk
It is anticipated that this project will proceed.

Parking Lot Expansion
Engineering services was awarded to McElhanney Engineering following an Invitation for Proposals. The Minor Works and Services Contract has been executed and final design is underway.

Sand Spreader
The sand spreader was purchased from Improtect Systems in Vancouver. Local suppliers were contacted but there are no local vendors for this equipment.

CRANBROOK
Municipal Election
November 15, 2014

General Voting

Laurie Middle School Gymnasium @
1808 – 2nd' Street South, Cranbrook, BC

Saturday, November 15, 2014 f
rom 8:00 AM to 8:00 PM

Advance Voting

Seniors Centre @ 125 – 17th Avenue South
Cranbrook, BC

Wednesday, November 5, 2014
from 8:00 AM to 8:00 PM

Thursday, November 6, 2014
from 8:00 AM to 8:00 PM

Wednesday, November 12, 2014 f
rom 8:00 AM to 8:00 PM

Special Voting

For admitted patients or facility tenants only
Friday November 14, 2014 (various times)

East Kootenay Regional Hospital; Mountain View Village; Dr. F.W. Green Memorial Home; Joseph Creek Village; Scott Villa

Please contact the Chief Election Officer if you have any questions regarding the elections.

Brian Wooff, Chief Election Officer
Phone: 250-489-0210
Cell: 250-489-8739
Email: chiefelectionofficer@cranbrook.ca

Mailing Address:
City of Cranbrook
40- 10th Avenue South,
Cranbrook, BC V1C 2M8

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Fluoride Referendum
November 15, 2014

Mail Voting – Request a mail ballot package as early as possible but before **4 PM on November 13, 2014** by submitting the following information to the Chief Election Officer's Office by email (chiefelectionofficer@cranbrook.ca), telephone (250-489-0210) or mail (40 – 10th Avenue South, Cranbrook, BC, V1C 2M8).

If an elector has a physical disability, illness or injury that affects their ability to vote at another voting opportunity OR the elector expects to be absent from the City of Cranbrook on general and advance voting opportunities.

Please provide the following information:

1. Full name
2. Residential Address
3. Address of the property in relation to which you are voting (for non-residential property electors)

4. Method of delivery of your mail ballot package:

a) Pick up at City Hall
b) Regular lettermail through Canada Post to your residential address
c) Regular lettermail through Canada Post to an alternate address that you provide when requesting the ballot package.

5. If you are not on the list of electors, to ensure you receive the correct registration application form in your package, you must indicate whether you are going to be registering as a resident or non-resident property elector.

Note: *These mail ballot packages will be sent out commencing on or about October 27, 2014, once the ballots are ready. To be counted, your mail ballot must be received by the Chief Election Office or his designate no later than 8:00 PM on November 15, 2014.*

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